

CITY OF TUALATIN

Classification Description

Job Title: City Hall Parking Attendant
Department: Community Development
Reports To: Community Development Director
FLSA Status: Non-Exempt

SUMMARY: Direct citizens to proper City Hall parking areas for city events. Provides information and assistance to the public. Includes frequent exposure to inclement weather, irate citizens and traffic hazards. Other duties may be assigned.

WORK SCHEDULE: Part time employment position for one hour on Tuesdays and Wednesdays and two hours on Thursdays. Other days and hours may be available due to city events.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Patrols an assigned area on foot or in a city vehicle.

Provide information on parking areas in for city events.

Reports missing signage, property damage, or parking regulation violations to the appropriate department.

Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

SUPERVISORY RESPONSIBILITIES Supervision of other employees is not a responsibility of this position.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds to requests for service and assistance; Utilizes effective oral communication.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Technical Skill: Skill in interpreting and applying parking ordinances and following oral and written instruction. Skill in recording and checking numbers accurately and in writing legibly. Ability to tell time.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and /or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The employee may be exposed to stressful situations while performing the enforcement duties of the position.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to fumes or airborne particles. The noise level in the work environment is usually moderate to loud.